

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	Chapter 7 Resident Services		
7.06.002 - Resident Mail	Approved By:	Director Allen Nance	
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Purpose

To establish the procedures for the intake, distribution, and collection of resident mail.

Policy

It is the policy of this department that residents in custody shall have access to mail via the United States Postal Service (USPS), resident tablets and department mailrooms.

References

RCW: [72.02.260 Letters of inmates may be withheld](#)
WAC: [137-48-020 \(6\)](#)
Department Policies: [1.02.004 - Resident Funds](#)
Department Forms: [Resident Mail Disposition \(F-622\)](#)
[Special Mail Received and Delivered \(F-600\)](#)
Other: [Resident Information Handbook](#)

A. General Guidelines

1. All items must be delivered via the USPS, resident tablets, the legal mail drop box, or hand delivered by an attorney or their associate to the Reception Counter/Bail Window (if legal mail).
2. Legal Mail as defined by WAC [137-48-020 \(6\)](#) that is clearly marked "Legal Mail" shall be delivered and opened in front of the resident by delivering staff. Mail must be thoroughly inspected from the outside (i.e. seals, stamps, under seals, unusual discoloration of envelope) and inside of envelope to include content without reading the materials or document. Any items appearing to be anything other than "legal correspondence or court documents" (i.e., personal letters, family photographs, crossword puzzles, etc.) shall be returned to sender or disposed of.
 - a. With the resident present:
 - 1) The legal mail, to include the content and the envelope, will be photocopied in full, and the photocopies will be provided to the resident.
 - 2) The original legal mail, including the envelope will be shredded.
3. All incoming non-legal mail will be:
 - a. Opened and scanned by the contracted warehouse staff

- b. Reviewed by DAJD mailroom staff who will approve or reject the mail in accordance with this policy, the DAJD [Resident Mail Disposition \(F-622\)](#) and [Resident Information Handbook](#).
 - c. Released, if approved, to the resident's tablet or a kiosk.
 - 1) Mail staff will print hard copies of the incoming mail and deliver it to the resident, if they do not have access to a resident tablet or kiosk.
 - d. Photographs are allowed and will be approved or rejected by DAJD mailroom staff.
- 4. In order to prevent the planning, organizing, and perpetrating of escapes, crimes, riots, and security threat groups, residents cannot send mail to other residents. Mail sent from another resident at any city, county, state, or federal correctional or detention facility, including other department facilities, will be returned to sender unless it has been pre-approved by the records manager.
 - 5. Pre-approved legal defense agencies are authorized to deposit in the legal mail drop box/retrieve legal mail for/from their clients who are in department custody.
 - 6. Any mail containing escape plans, coded language, information about criminal activity, contraband, or is in violation of department rules may result in:
 - a. The loss of mail privileges.
 - b. The filing of disciplinary infractions.
 - c. The filing of criminal charges (if applicable).
 - 6. Writing paper and pre-stamped envelopes may be purchased through the jail commissary.
 - 7. Books and magazines will only be accepted if they are sent directly from a publisher, distributor or online book seller.
 - a. Items purchased from a "Marketplace," such as Amazon Market place, will be rejected.
 - 8. Upon receipt of book(s), the mailroom clerk will complete the [Special Mail Received and Delivered \(F-600\)](#) form.
 - 9. The completed [Special Mail Received and Delivered \(F-600\)](#) form and book(s) will be forwarded to the resident's housing unit for delivery.
 - 10. The staff member assigned to distribute books to residents shall obtain the resident's signature on the [Special Mail Received and Delivered \(F-600\)](#) form prior to giving the book(s) to the resident. The signed form will be returned to the mailroom.
 - 11. All checks received via the USPS will be processed following department policy [1.02.004 - Resident Funds](#).